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| **Your Relationship with Volunteer Now** | **What Information** | **Purpose of Collection** | **Lawful Basis for Processing** | **Shared With** |
| Potential or existing volunteer | Name, contact details, financial details (if applicable) | Registration for Volunteer Opportunities; Payment of expenses (if applicable) | Legitimate Interests | Volunteer Involving Organisations; Finance Officer (financial details if applicable);  Volunteer Supervisor |
| Youth volunteer | Name, contact details, school (if applicable) | Registration for Volunteer opportunities and projects;  MV Certificates | Legitimate Interests | Volunteer Involving Organisations;  Youth Team staff |
| Membership of Volunteer Now | Name, contact details | Registration for Membership services | Legal Obligation | Relevant staff at Volunteer Now |
| Voluntary and Community Organisations | Name, organisation, contact details | Registration of opportunities; provision of services e.g. queries;  Send information including marketing | Legitimate Interests  Consent | Outreach Support Officer;  Relevant staff at Volunteer Now |
| Training Participant | Name, organisation, contact details | Registration for Training;  Invoicing;  Accreditation | Performance of Contract; Legitimate Interests | Relevant Trainer and venue;  Finance Department;  Accreditation Body |
| Access NI Umbrella Body User | Name, organisation, contact details, Access NI applicant details | Completion of Access NI checks on behalf of organisation | Legal Obligation;  Performance of Contract | Relevant staff at Volunteer Now, Access NI Signatories |
| User of Driving, Befriending or other Service | Name, contact details, relevant medical information | Provision of Driver/Befriender services | Performance of Contract | Relevant staff (medical info) and Volunteers at Volunteer Now |
| Supplier or Business Partner | Name, organisation, contact details, finance information (if applicable) | Provision of goods and services | Performance of Contract | Relevant Staff at Volunteer Now, Finance Department |
| Users of our social media | Name, facebook or twitter addresses are held on platform | Analysis of usage | Legitimate Interests | Details not shared |
| Visitors to website | IP address | Analysis of usage | Consent; Legitimate Interests | Details not shared |
| Employee | Contact details, HR record, finance info | Fulfilment of role, payment of salary | Performance of contract | HR, Finance, payroll/pension provider |
| Board of Trustees | Name, contact details | Communication regarding meetings, governance matters | Legal obligation | Relevant Staff at Volunteer Now |